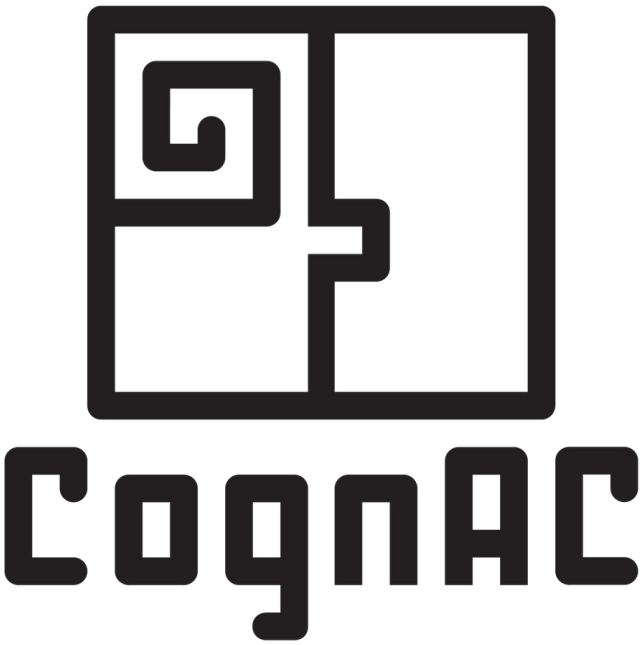


Study Association CognAC

Internal Rules of Operation

Established on 18th of October 2026

Based on the Internal Rules of Operation 5th of November 1998.

Revised on 15th of September 2004, 12th September 2006, 27th of June 2007, 20th of September 2009, 25th of January 2011, 27th of January 2013, 25th of November 2013, 2nd of March 2015, 21st of September 2015, 29th of May 2017, 6th of February 2018, 16th of February 2022, 9th of October 2024, 8th of January 2026, 18th of October 2026.

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1 General

1.1 Decision-making

Barring lawful clauses and the clauses stated in the statutes, the internal affairs of the association will be dealt with as determined by these internal rules of operations and by the decisions of the general members meeting, in this document further called the 'General Members Meeting' (GMM).

1.2 Association activities

Participation in association activities is only reserved for members and benefactors, unless the board decides otherwise. On all association activities there is a ban on the use of drugs with exception of alcohol, caffeine, nicotine and prescribed medicine. Additionally a separate Alcohol Regulation exists for consumption and serving of alcohol on association activities.

1.3 Surplus money

The association strives that the surplus money, obtained by services, eventually flows back to the members and benefactors of the association.

1.4 Language

1.4.1 Working Language

The working language of the association is English.

1.4.2 Board

At least one board member has to know the Dutch language. This means that the person in question should be able to speak, write, listen and read on language level C1.

1.5 Regulations

The GMM may adopt one or more set of regulations. A regulation can provide additional rules regarding, among other things, membership, the introduction of new members, the contribution, the work of the board, focus groups or committees, and the meetings. A regulation must not conflict with the law or the statutes and must not contain provisions that are required to be regulated by the statutes. Adopted regulations must be named in the IRO.
At least an English version of all regulations must be available. If there is also a Dutch version, it will be determined at the time of adoption which version is leading.
The regulations that have been adopted are:

- Alcohol Regulations
- Committee Regulations
- Till and ATM Regulations

1.6 iPad

Study Association CognAC invested in a tablet on November 30th, 2024. This tablet is a 64 gigabyte, 10th generation blue iPad. The model number of said iPad is MCM84NF/A, and its serial number D7J6XYGX4F. Members of the association can use the name André to refer to this iPad.

2 Membership

2.1 Enrollment

All students that study Artificial Intelligence at the Radboud University in Nijmegen are eligible to enrol as a member of Study Association CognAC. One can enroll by completely filling in either a paper enrollment form or a digital enrollment form that can be found on the website of Study Association CognAC (svcognac.nl). Benefactors can also enroll using a similar form. Both groups can also fill in a SEPA authorization form to allow Study Association CognAC to collect money from the provided bank account. When enrolling, members agree to the privacy statement of Study Association CognAC. Members are member as long as they are enrolled for the study Artificial Intelligence at the start of the financial year.

2.2 Deregistration

Deregistration is done by sending the board a written or electronic message. The contribution for the current financial year remains due. Year members (see section 3.1) and benefactors can choose to be deregistered automatically at the end of the bookyear. When a member no longer meets the quality requirement mentioned in Article 3.2 of the statutes and thus no longer studies Artificial Intelligence, the member is required to inform the board of this.

2.3 Conversion Membership

Conversion of a membership to a benefactorship can occur on written or electronic request of the member, or due to no longer meeting the requirement mentioned in article 3.2 of the statutes, in this case the Board has the right to convert the membership into a benefactorship.When this is set in motion, the board must inform the affected member of the conversion. When it concerns a year member and the yearly contribution has already been paid, the contribution for the benefactorship will be waived.

3 Contribution

3.1 Contribution members

Members can register as an annual member or study member. If they register as an annual member, they give permission to Study Association CognAC to collect a contribution of €12.00 of their specified bank account each year of their membership. If they register as a study member, they will owe a one-time contribution of €36.00 which will be debited from their specified bank

account. This membership is valid as long as the member is enrolled in one of the following programs at Radboud University Nijmegen: BSc Artificial Intelligence, MSc Artificial Intelligence: Intelligent Technology, or MSc Artificial Intelligence: Cognitive Computing. If the SEPA-form has not been filled in and no money can be debited, the member is expected to pay cash to the board.

3.2 Contribution benefactors

Benefactors pay an amount of contribution, at least equal to the fixed contribution of year members. Benefactors pay a contribution for a period of one financial year.

3.3 Fees

3.3.1 Activities

The association is free to request members to pay a participation fee for an activity organised by the association.

3.3.2 Excess amounts received

The total of the received participation fees may exceed the actual costs. This overrun must be paid to the participants of the activity as a return of the excessively incurred costs, unless the board decides that the surplus will flow into the association. This should be clearly identifiable as such in the annual financial report. In principle, activities will not be organized with the aim of making a profit, and the participant fee should only cover the costs for that specific activity.

4 Properties and CognAC

4.1 Damage Claims

In principle every member/benefactor of the association carries their own damages. If during an activity organised by the association damage is done to property of a member/benefactor, then CognAC is not responsible for this, unless the association directly used the property of the member/benefactor. Direct use means that the association asked for permission to lend and return the property of the member/benefactor, For this purpose, a *Lending Form* should be filled in, in which the value of the property is determined in advance by the board and the member/benefactor. If it is demonstrable that the damage has been caused by the association, the member/benefactor can recover the costs from the association.

4.2 Lending from the Association

Members, benefactor or externals can lend or use stock and/or property from the association for an agreed upon time. For this a *lending form* or *inventory lending form* has to be filled in, depending on what is being lent or used. These are respectively in our bookkeeping-stock and in our stock outside of the bookkeeping.

The responsibility for the lent property is with the person who signed the lending form. If the property is not returned, returned broken or returned unusable, then this will be accounted for with this person, unless the board decides otherwise.

The value of the bookkeeping-stock is known and can be enquired from the board. The values of the remaining property will be based on the current purchase prices which can be found online.

5 Board

5.1 Board Members

The board of Study Association CognAC is tasked with performing certain tasks for the sake of the association. Below is an overview of the most important tasks of the board, divided over the several functions. The board is free to deviate from this division. The board usually exists of six persons. In case there are less than six persons in the board this particular board will deviate from the standard function division of the association.
A board member's position supersedes their membership. For the duration of their term as board they will thus have all the rights of a full fledged member, regardless of their membership status prior to election.

5.1.1 Chair

The chair is the primary representative of the association regarding contact with the faculty and the university. The chair will keep supervision over the association and is responsible for leading the board meetings in the right direction. The chair also coordinates the writing of the policy of the association and its execution. The chair decides the order of treating the agenda points in the GMM, and they keep themmself to the model agenda under the article 8.4.1. The chair also keeps an overview of the functioning of the other board members. Moreover the chair makes sure all board members know the association documents.

5.1.2 Secretary

The secretary checks and manages the correspondence within the association and reacts, unless it is the task of another board member, to correspondence from outside. The secretary will also make a draft of the minutes of the board meetings and general member meetings. The secretary is also responsible for the member administration and archiving documents that should be saved. Examples of this are: Copies of minutes of the GMM and copies of minutes from board meetings. The secretary is also responsible for announcing the GMM.

5.1.3 Treasurer

The treasurer is responsible for the funds of the association, during their board year. The treasurer is responsible for keeping the financial administration (including the inventory) up to date sufficiently, such that at any moment the financial administration can be handed over to any other member of the board

for inspection. Besides this the treasurer is responsible for the course of events during a till duty. The treasurer will do this according to the till regulations. during every association year the treasurer will set up a financial year report and half-year report.

5.1.4 Chief of External Affairs

The chief of External Affairs is the primary representative of the association regarding contact with companies and other sponsor related parties. The Chief of External Affairs is also responsible for the administration of sponsor contracts, partnership meetings and the contact database. The Chief of External Affairs is obligated to report the new founded partnerships and newly yielded sponsor money on behalf of the association. This should be reported in at least the halfyear GMM and discharge GMM.

5.1.5 Chief of Internal Affairs

The Chief of Internal Affairs is responsible for the committee related business, such as planning of activities, organisation of activities and promotion of activities. The Chief of Internal affairs is also responsible for the communication between committees and the board. In this way the board should be informed on the state of affairs within the committees. The Chief of Internal Affairs is also responsible for starting up the committees and for recruiting new committee members.

5.1.6 Chief of Academic Affairs

The Chief of Academic Affairs is responsible for the education related activities of the association. Moreover the Chief of Academic Affairs is the primary representative of the association regarding contact with the study programme. The Chief of Academic Affairs also has an advisory role in both the Bachelor DPC and Master DPC of Artificial Intelligence.

5.2 Board Meeting(BM)

5.2.1 Accessibility

A meeting from the board is not accessible for non-board members, unless the board decides otherwise.

5.2.2 Minutes

The minutes of the board meetings are not publicly accesible, but members or benefactors can request to see them. The board holds the right to only share the minutes in censored form. The senate always receives uncensored minutes of the board meetings.

5.2.3 Decision-making

In a board meeting, decisions can only be voted on if enough board members are present or represented, such that they collectively have the voting power to form an absolute majority of the entire board.

5.2.4 Agreements

The general members meeting has made a preliminary agreement (which can be found in the minutes of the general members meeting of 9-10-2024.) that the board has prior approval for any decision to:
perform acts as outlined in article 7.13 and 7.14 of the statutes, as well as the below (a) outlined, which do not exceed a value of eight thousand euros (€8,000).

(a) (i) lease or let registered property, or acquire or grant the use or enjoyment of such property in some other way;

(ii) enter into a settlement agreement;

(iii) take legal action, which is deemed to include conducting arbitration proceedings, but with the exception of adopting preservation measures or taking any action which cannot be delayed;

(iv) entering into, amending or terminating an employment contract;

(v) accepting obligations towards a third party for the purpose of sponsorship agreements.

For amounts that exceed two thousand euros (€2.000), the board is required to hold a vote per acclimation by way of an email to all members. Such that the members can still have say in these decisions.

6 Committees

The board of the association can establish committees to fulfil specific tasks. The board is tasked with the conservation, as far as possible, of at least the following committees:

- Activities Committee
- Audit Committee
- Introduction Committee
- Study Committee

Furthermore, all members of committees should be acquainted with the committee regulations and keep themselves to it.

6.1 Activities Committee

The activities committee concerns itself with organising activities for members.

6.2 Audit Committee

The audit committee is the audit committee as mentioned in article 10.2 of the statutes. In addition to its tasks as mentioned in the statutes, the audit committee will also determine the value of the stock. This will happen at least as much as regular audits.

The audit committee is also tasked with auditing the budget of activities and committees that have an expenditure which is larger than €500.00. The audit committee will give advice about this budget to the board and the concerning committee as soon as possible. The board will be ultimately responsible for the audited budget.

The board seeks to deliver the documents that have to be audited in time, namely before the first expenses are made by the committee for the activity, or before the first agreements are signed in which the association is obliged to make expenses for the activity. If this proves to be impossible, then the budget for the activity must be handed over at least one month in advance of the concerning activity. It is desired to hand over this budget outside of the regular audits, to prevent higher workloads during the regular audits.

The committees that have to be audited are allowed, with admission of the treasurer, to make expenses under the €50.00 without approval of the budget. This is sometimes necessary to start a committee up or to keep it running.

6.3 Introduction Committee

Every study year the introduction committee will arrange an introduction for the first year students. In the introduction, the first years will get acquainted with their study peers, the programme and the university.

6.4 Study Committee

The study committee concerns itself with organising study related activities for the members.

6.5 Other committees

Committees not explicitly mentioned in these regulations are expected to perform the tasks they were appointed to do. The board can call these committees at any moment to ask them to account for tasks that are directly or indirectly involved with the tasks they were entrusted with as described in the committee regulations.

6.6 Forming and Disbanding Committees

The board can decide to form a committee or to disband a committee.

Members and/or benefactors can also form a committee or subcommittee. This can be done according to the guidelines specified in the committee regulations. The board will decide if they approve the formation of a new committee.

The formation or disbandment of a committee will be mentioned at the next GMM.

6.7 Committee members

Each committee exists of one or multiple members of the association, possibly supplemented by benefactors. Besides that the committee chooses a chair,

secretary and treasurer between the members. In the event that the board desires it, they keep the right to appoint a chair, secretary and treasurer for the committee. One or more of the aforementioned functions does not have to be fulfilled with approval of the board.

6.8 Collaborating with third parties

For some activities it is possible that the association will want to collaborate with another association or organisation. (Henceforth referred to as: The third party.) For this purpose a shared committee can be formed. The members of this committee are not members or benefactors of the association by definition, but externals of of the third party are full fledged committee members. In the event that no board members of the association are part of this committee, clear agreements are made which of the committee members is the contact person for the association. By default a collaboration contract is signed by both parties, in which, agreements about the administrative and financial duties of the committee are outlined. Agreements in regards to sharing information of members between the association and the third party will also be recorded in the contract. The board may deviate from these guidelines if the collaboration only concerns a small scale collaboration. The formation of shared committees is procedurally the same as that of a normal committee, and will thus be announced at the next GMM. The disbandment of a shared committee will be discussed with the third party prior to the decision to do so.

6.9 Committee chair

The chair of a committee is responsible for the organisation of the committee. The chair of the committee should also be able to defend the committee reports in the half-year and year reports of the board. The chair has to account for the state of affairs within their committee to the board.

6.10 Finances

6.10.1 Till duty

Those who have till duty are responsible for all the in-and outgoing money of the till of that specific till duty. They should adhere to the regulations in the till regulations.

6.10.2 Advances arrangements at large activities

In the event that a member has to advance a large sum of money, the member can utilise an advances arrangement. The member should comply with the terms stated in the advances regulations and advances form and fill in and sign the advances form together with the treasurer.

7 Senate

Alongside the committees and the board the association also has the senate. The senate consists of one or more members or former members of the association

and can be complemented by externals if these sign the relevant NDA and have added value. The senate manages her own succession. In the event that the senate does not function properly, the board has the right to add or remove one or more members to the senate. Which will then be announced at the next GMM.

7.1 Tasks

The senate provides the board of warranted and unwarranted advice concerning the association. The senate receives inspection on all documents of the association if desired. The senate obligates itself to provide feedback on the documents to be discussed on the GMM and deliver this feedback to the board before the GMM.

7.2 Senate meeting

The senate gathers with the board in a senate meeting. The board should strive to hold a senate meeting at least two week prior to the distributions of the GMM documents to the members and benefactors. Besides that a board member and/or senate member could cause a senate meeting to take place. The board organises the senate meeting.

8 General Members Meeting (GMM)

The board is obligated to organise at least three GMM's per year, under which the discharge-GMM, half-year-GMM and the election-GMM. The announcement of the GMM should be sent to the electronic addresses of the members and benefactors at least two weeks in advance. If the board is unable to send the agenda two weeks in advance, it is required to include the reason for this delay in the announcement. The board is still bound to the period of seven days that is established in the statutes. Documents that are presented for approval should be sent to the electronic addresses of the members and benefactors at least one week prior to the GMM. The minutes of a GMM must be shared with the members within four weeks of the meeting. If this deadline cannot be met, the board must notify the members within this period and provide a new date by which the minutes will be sent.

8.1 Discharge-GMM

The discharge-GMM takes place at the start of the study-year. On this GMM the committee chairs should be able to justify their committee parts in the year-report. In the event that a chair cannot be present at the GMM, a delegate of the committee should be able to justify the half-year report. The to be discharged chair presents the year report and the to be discharged treasurer presents the financial year report. Moreover there will be a vote on the members of the Audit committee of that year. At least the undermentioned documents should be discussed during this GMM.

- Balance
- Financial year report

- Year-report
- Profit and loss accounts

The ledger is not discussed at the GMM, however it is saved every year and members/benefactors can at all times request to see it.

8.2 Half-year-GMM

The half-year-GMM is held at the start of the calendar year. The Chair and Treasurer will respectively present the administrative half-year report and the financial half-year report. On the GMM the chairs of committees should be present to be able to justify their parts in the half-year reports. In the event that a chair cannot be present at the GMM, a delegate of the committee will justify the half-year report. During this GMM some time is reserved to announce the Board Application Committee and to vote on a member of the GMM to join the Board Application Committee as well.

8.3 Election-GMM

The election-GMM is held at the end of the study year. On this GMM the election of the successive board will be held. The board election is further specified in article 9. If a candidate board is presented by the Board Application Committee before the documents of this GMM are sent, the candidate board should present a policy and budget on this GMM.

8.4 Course of events during the GMM

8.4.1 Agenda

The agenda of the GMM ought to satisfy the hereunder model. Agenda components that are not of interest to the aforementioned GMM do not have to be included in the agenda. Agenda-components that are not included in this model, but that are of interest, can be included in the agenda. The only agenda items that may be voted on are those that are explicitly stated in the agenda as votes.

- Opening
- Establishing agenda
- Approval of minutes last GMM
- Announcements
- General agenda items
- A.O.B.
- Q&A
- Closing

8.4.2 A.O.B.

The on the agenda mentioned item 'A.O.B.' (Any Other Businesses) serves to allow the discussion of points that come up during the meeting, after the establishment of the agenda. It is not allowed to have a vote that was not announced to all members of the association. However, if all members of the association are present or represented at the GMM, votes may also be held on proposals that were not announced in advance.

8.5 Voting

8.5.1 Possible voting options and quorum

As described in the statutes, blank and invalid votes do not count towards decision-making (achieving a majority), but these votes do count towards the quorum. The quorum (the total number of votes cast) is used to determine if an absolute majority is achieved. If a voting member does not wish to cast a vote, they can abstain from voting by not filling out a ballot or by writing 'abstain.' This non-vote will also not count towards the quorum, of which an absolute majority must be in favor to adopt a proposal. Before the vote takes place, the valid voting options must be announced. This can simply be an 'in favour' or 'against' vote, or, for example, the name of a member who has been elected.

8.5.2 Voting Process

As established in the articles of association, a proposal must achieve an absolute majority to be adopted.

8.5.3 Election of a person

In the event of a vote on a person, this person should leave the GMM until after the vote, so that they cannot cast a vote or authorise a vote for themselves. A person standing for election is also not allowed to authorise someone for this vote. it is possible that multiple voting rounds are required before a person achieves an absolute majority, and is therefore elected. In principle, these rounds proceed as follows:

1. A vote is held for all candidates. If an absolute majority is obtained for a candidate, they are elected.
2. If no absolute majority is obtained, a second round of voting takes place between the two candidates with the most votes.
3. (a) If no absolute majority is obtained for one candidate once more, a new vote will be held for the person who received the most votes in the previous round.

   (b) If the votes are tied once again, the outcome will be decided by drawing lots.

It is possible that these rounds are not suitable for a specific vote taking place during a GMM. This could be the case if there are only two candidates, or if two people need to be elected. The person leading the vote may propose deviating

from the rounds mentioned above, for example by allowing votes on two names, or by skipping the second round because there are only two candidates. This must be proposed before the voting round begins, with all attendees of the GMM having the right to object. If an objection is raised, the established rounds must be followed. In a situation not provided for in the articles of association or the Internal Regulations, the person leading the vote will make a proposal on how to proceed with the vote.

8.5.4 Voting Committee

When a written vote takes place during a GMM, a temporary committee must be formed to count the votes and report the result to the leader of the election as described in 9.1.3. This committee must consist of two attendees who neither belong to the board, nor are up for election during the relevant vote.

9 Board Election and Change

9.1 Vote

9.1.1 To vote

If one or more boards applied as candidates for the board, the vote on exactly one complete board is the only legitimate vote during the election of new board members. In other cases, if a vote on a candidate board ends in a tie, or if voting is conducted on individual positions, a vote on exactly one candidate is the only legitimate vote during the election of a function of a new board.

9.1.2 Board Application Committee (BAC)

The BAC is a committee comprising of a member chosen by the GMM, two board members and three senate members. If the GMM should be unable to appoint a member, this committee will exist of two board members and three senate members. If the senate should be unable to appoint three people, the GMM is able to decide to fill the open positions with members from the GMM or the board. The GMM can decide to, both as a supplement and as a replacement, allow a maximum of one external member to be member of the BAC. Members of the BAC are not allowed to make themselves electable for the board,and each must have signed the relevant NDA. This committee will present an advice for a complete candidate board which will be presented at the GMM. During the half-year GMM the members of this committee are proclaimed.

9.1.3 Leading a vote

The chair guides the election. If the chair is re-electable, the election will be conducted by the next board member in the constitutional order, provided that this person is not also re-electable. In all other cases the election will be guided by the senate appointed senate member.

9.1.4 Results of votes

After the vote, the result of the vote is announced by the leader of the election, as established in 9.1.3.

9.2 Board change

The resigning board is obligated to convoke an election GMM before the end of the study year. If the new board is elected, they will change on September 1st with the resigning board. During the discharge-GMM discharge will occur in the following manner: the chair of the board discharges the chief of academic affairs, the chief of internal affairs and subsequently the chief of external affairs of the to be discharged board, if these functions are taken. Afterwards the chair discharges the treasurer, the secretary and the chair of the to be discharged board in the aforementioned order.

9.2.1 To be discharged board

The year report composed by the board should, together with all other year documents, as defined in the statutes be approved during the discharge-GMM with an absolute majority of votes and will be regarded as the discharge of all board members. A board is discharged as a whole, in consideration of the year report. The resigning board is obligated to present the financial year report on the past financial year during the discharge-GMM. However, after the end of the financial year the treasurer should do the book-keeping until the newly elected treasurer can take over their tasks.